

## **Policy Related to Charging Purchases to a Fire**

### Interagency Standards for Fire & Fire Aviation Operations

- Chapter 11 - Incident Replacement of Government Property

"Specialty or non-cache items originally provided by the home unit through the use of preparedness funds will be replaced by the home unit funds if the loss is due to normal wear and tear.... Cache items that are not available at the incident may be authorized for restocking at the home unit via an authorized Incident Replacement Requisition."

### Interagency Incident Business Management Handbook

- Chapter 20, #25 - UNIQUE ITEMS

"Normal purchasing restrictions apply to emergency incident operations. However, special circumstances exist which may necessitate the acquisition of unique items, e.g., copy machines, facsimile machines.... Incident agency procedures will be followed."

- Chapter 35, #4 - Damage/Loss

"The individual responsible for or assigned the property is responsible to document loss or damage on the Property Loss or Damage Report, OF-289.... The individual, supervisor, and witness document facts and circumstances on the form. The Incident Commander or Logistics Section Chief shall review, sign, and take any follow-up action. All reports of loss or damage must be submitted to the incident agency."

### National Interagency Mobilization Guide

- Chapter 20 - Incident Replacement of NFES Items

"IMTs will approve all requests for replacement of equipment and supplies.... If there is insufficient time for the Supply Unit to obtain replacement requests before demobilization of the resource, an Incident Replacement Requisition (NFES #1300) will be completed and forwarded to the servicing cache, who will then forward it to the requesting unit's servicing cache for processing."

### Rocky Mountain Mobilization Guide

- Chapter 20 - Incident Replacement of NFES Items

"Replacement orders must be processed within 30 days of control of the incident. Incident replacement orders must be placed per incident"

- Chapter 20 - Incident Replacement: Type 1 and Type 2 Incidents

"With the approval of the Incident Commander, the Logistics Section Chief will be responsible for filling and approving incident replacement requests based on the home unit's approved inventory document."

- Chapter 20, "Incident Replacement: Type 3 and Type 4 Incidents"

"The incident's agency administrator or their authorized representative will be the only authority to approve incident requisitions. Incident replacement requisition will provide replacement authorization and can be submitted to the Rocky Mountain Area Cache."

### WY State Mini MOB Guide

- 25 - "Unique Items"

"Use of a personal or home unit cell phones and satellite phones will not be reimbursed, unless approved by the Host/Incident Agency".

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### GREAT BASIN Mobilization Guide CH20

- The Incident Supply Unit Leader (SPUL) will be responsible for handling Incident Replacement Requisitions when a Type 1 or 2 IMT is assigned. The SPUL approves replacement requests based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.
- If equipment and supplies are available at the incident for replacement, the request is filled at the incident Supply Unit.
- If equipment and supplies are not available at the incident for replacement, and the requesting resource is not being immediately demobilized, the Supply Unit will place a resource order for needed items through established ordering procedures to the servicing cache. The order will be shipped to the incident and replacement will take place at the Supply Unit. If equipment and supplies are not available at the incident for replacement, and the requesting resource is being demobilized, an Incident Replacement Requisition (NFES 001300) will be completed by the Supply Unit and forwarded to the servicing cache who will then forward it to the requesting unit's servicing cache for processing.
- Authorizing approvals and signatures **MUST** be included on the requisition. For Type 1 and 2 incidents, these approvals are limited to either the Incident SPUL, Logistics Section Chief(s), 25 Support Branch Director, Incident Commander and Agency Administrator or representative.
- Completed forms may be taken back to requester's home unit and submitted to their servicing cache or NISC. All NISCs will accept Incident Replacement Requisitions.